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NASA Automated Awards System

Reviewer / Approver

User Guide

TABLE OF CONTENTS

1.0 INTRODUCTION 6
1.1 SYSTEM DESCRIPTION 6
1.2 OPERATING REQUIREMENTS 6
1.3 DESKTOP CONFIGURATION 6
1.4 TRAINING 6
1.5 TECHNICAL SUPPORT 7
2.0 CENTER REVIEWER ROLE 8
3.0 CENTER APPROVER ROLE 9

REVISION RECORD

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LIST OF FIGURES

Figure 2-1, Center Reviewer email example 8
Figure 2-2, Center Reviewer action page 8
Figure 3-1, Center Approver email example 9
Figure 3-1, Center Approver action page 9

1.0 INTRODUCTION

1.1 System Description

The National Aeronautics and Space Administration (NASA) Automated Awards System (NAAS) is a web-based application that provides the necessary interfaces and automated processes to easily initiate, review, approve, and monitor award submissions for both NASA-wide and local Center awards. The application was developed at the request of NASA in order to consolidate and unify the Human Resource processes and all NASA agency award processing into a single agency-wide processing and management system. NAAS is based on the concepts and functionality developed in the Kennedy Space Center (KSC) Awards Web Database Version Two (AWD2) that has been used at KSC since 2001 and has undergone several upgrades.

NAAS builds on this experience, incorporating additional workflow automation and the functionality to manage additional award types such as NASA Honor Awards, monetary and time-off awards, and Center specific awards. The NAAS also incorporates support for the unique functions that are the responsibility of the new NASA Shared Services Center (NSSC).

NAAS incorporates a rich set of tools that allow system users to oversee and manage certain key aspects of the awards nomination-review-approval process; including automated notification of pending actions, tracking of current status, and monitoring an organization's available awards budget balance.

1.2 Operating Requirements

NAAS is a web-based application designed to be used in conjunction with a web browser, such as Internet Explorer, on a local Intranet. The Universal Resource Locator (URL) address for NAAS is: https://naas.nasa.gov.

1.3 Desktop Configuration

The workstation desktop configuration required for accessing NAAS is the standard desktop Personal Computer (PC) setup, web browser, and network connectivity. General, application-wide requirements are as follows:

- Web interface within Microsoft Internet Explorer version 4.0 or later.
- Minimum graphical display resolution of 600x800.
- Graphical display consisting of a minimum of 256 colors.
- Flash 8 plug-in

1.4 Training

Each NASA center will have a designated NAAS trainer. Contact the NAAS Administrator or Human Resource (HR) office for further training information.

1.5 Technical Support

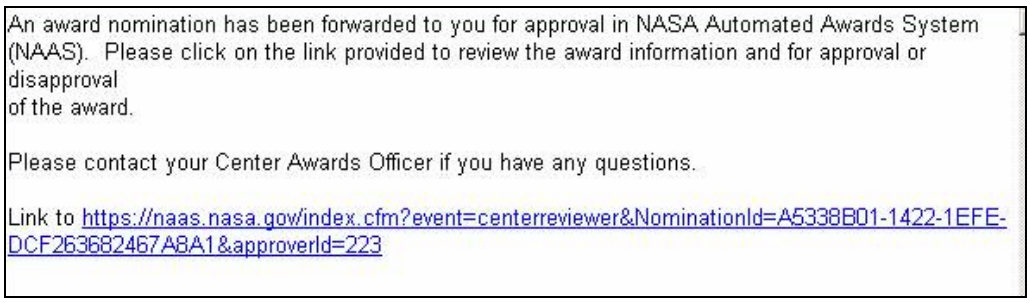
NAAS technical support for NASA users is provided by the NSSC at the Stennis Space Flight Center (SSFC).

2.0 CENTER REVIEWER ROLE

The Center Reviewer can recommend or reject any award nomination for which this reviewer is identified as the Reviewer on the nomination.

Center Reviewer will not have access to NAAS, other than through the e-mail interface.

1. The Center Reviewer receives an email as exampled in Figure 2-1.


An award nomination has been forwarded to you for approval in NASA Automated Awards System (NAAS). Please click on the link provided to review the award information and for approval or disapproval
of the award.

Please contact your Center Awards Officer if you have any questions.

Link to https://naas.nasa.gov/index.cfm?event=centerreviewer&NominationId=A5338B01-1422-1EFE-DCF263682467A8A1&approverId=223

Figure 2-1, Center Reviewer email example

2. Click the link to display the **Center Reviewer Action** page, Figure 2-2.

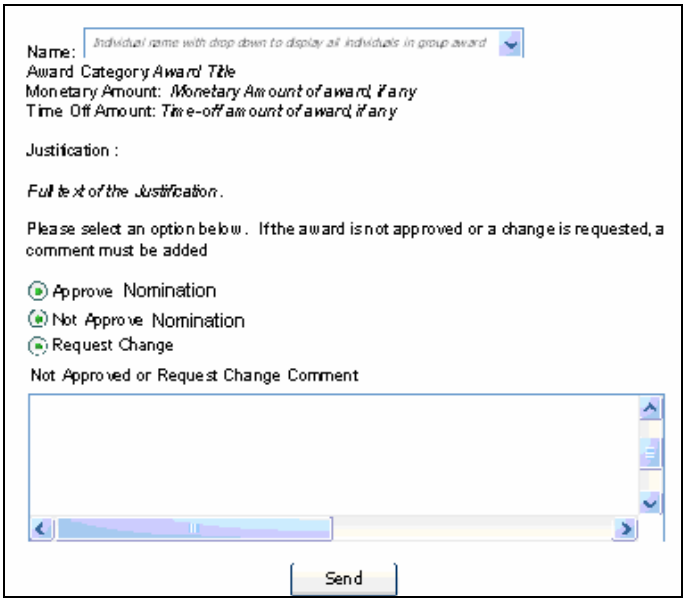


Figure 2-2, Center Reviewer action page

3. Click on the either the **Approve Nomination**, **Not Approve Nomination**, or **Request Change** option button as determined by the reviewer, enter any desired or required comments, and click the **Send** button.

3.0 CENTER APPROVER ROLE

The Center Approver can approve or disapprove any award nomination for which this approver is identified as the Approver on the nomination.

Center Approver will not have access to NAAS, other than through the e-mail interface.

1. The Center Approver receives an email as exampled in Figure 3-1.

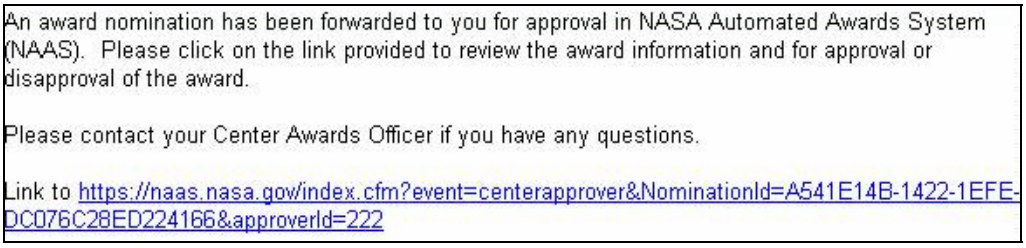


Figure 3-1, Center Approver email example

2. Click the link to display the **Center Approver Action** page, Figure 3-2.

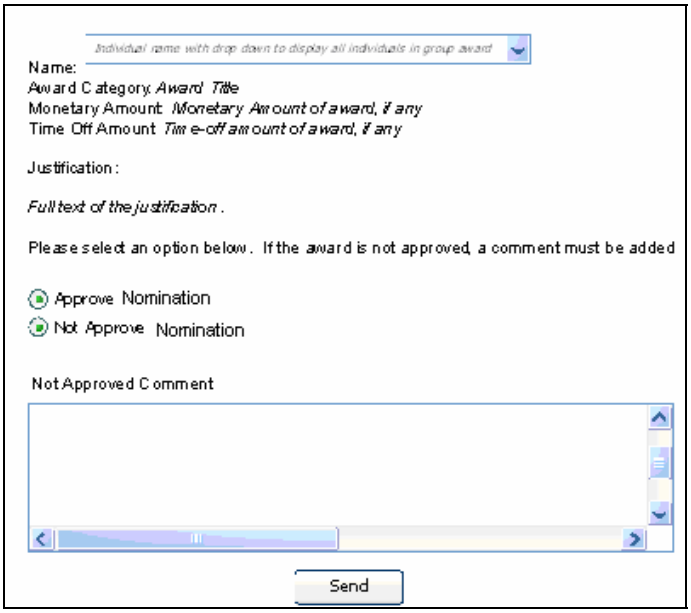


Figure 3-1, Center Approver action page

3. Click on the either the **Approve Nomination** or **Not Approve Nomination** option button as determined by the approver, enter any desired or required comments, and click the **Send** button.